

# IMA-Euro MSO Direct Report Checklist

<b>Location:</b>		<b>Date:</b>		
<b>Subject</b>		Green	Amber	Red
1	Alert USAREUR to update AE Circular 10-10 (Organizations and Functions) Directory of Army Personnel in Europe.			
2	Add Direct Report Garrisons to E-Mail Distribution Lists (DLs) to include the CMDR and CSM			
3	Add Direct Reports to the Tasking System. Request appointment of POCs for tasking purposes.			
4	Acquire CMDR photographs for Building 3796 and Keys Bldg.			
5	Change Direct Report rating scheme for NCOERs and OERs.			
6	Add Direct Reports to the Congressional tasking system and provide orientation on Congressional Inquiry responses. Request POCs for congressional taskings.			
7	Provide an orientation of MSO functions as related to Direct Report Garrisons for processing Staff Actions, taskings etc.			
		<b>Overall Rating:</b>		
<b>Inspector's Name, Signature, Position, Title or Rank/Grade:</b>				
<b>Remarks:</b>				

**Black font denotes substantive actions to be taken by IMCOM-EURO HQ.**

**Blue font denotes procedural checks to be performed by IMCOM-EURO HQ**